

**Columbia County
Amphitheater Picnic Pavilion
7022 Evans Town Center Blvd;
Evans, GA 30809**

Policies, Procedures and Rental Rates



**Rental information:
Sales Office
3300 Evans to Locks Rd.
Martinez, GA 30907
Tel: 706-868-3349
Fax: 706-868-3435**

www.savannahrapids.com

Picnic Pavilion

Rules and Regulations

General Information

The Amphitheater Picnic Pavilions are owned and operated by Columbia County Government. The area is booked by the Rental Facilities & Venues department which is under the Community & Leisure Services Division. The Sales Office is located at the Savannah Rapids Pavilion at 3300 Evans to Locks Road, Martinez, GA 30907 and can be reached at (706) 868-3349 or found on the website at www.savannahrapids.com

Description:

The picnic pavilions are situated in a wooded area overlooking the Columbia County Amphitheater and pond. The smaller two pavilions are open to the public on a first come first serve basis. The large picnic pavilion is rentable and offers exclusive use for the designated time frame. It has 4 tables and can accommodate groups up to 40 people. It is adjacent to two play areas and the zero depth water feature (operates 9am – 9pm). The playground and water feature remain open for public use. Any private use of the pavilion must be booked in coordination with the Sales Office at Savannah Rapids Pavilion by calling 706-868-3349.

Power Availability: Limited

Offered with the rental of the picnic pavilion are 4 independent outlets. When using power the client assumes all liability for tripping hazards and electrocution. The large rentable picnic pavilion is directly adjacent to the zero depth water feature; extra care must be taken when using power near any water source. No power cords are provided by Columbia County.

Restroom Facilities

Heated and cooled restrooms are within 100 feet of the pavilion.

Cancellation Policy

Cancellation must be made in writing to be accepted and processed.

A \$15 administrative fee will be charged for any cancellation.

Cancellation within 24 hours of contract signing, results in all monies refunded without penalty.

Written cancellations processed 3 days or more prior to event date will receive a full refund minus the admin. fee. Less than three days, only the clean up fee is refunded.

Rain Checks are possible if the date is chosen on the date of cancellation. Calling the Sales Office after a date has passed, to change to a new date, is not considered a valid cancellation.

Parking and Access

Parking is available to patrons of the Amphitheater Picnic Pavilion by utilizing any available parking within the Government Complex. A total of approximately 500 spaces are available. Handicap parking is available within 300' of the handicap access point.

Access to the handicap parking is easiest to locate, if the entrance to the Government Complex from Ronald Reagan Drive is utilized. Parking in the rear of Building C, offers the closest access to the area.

The most direct access for standard parking is from Evans Town Center Boulevard, just south of Ronald Reagan Drive in Evans, Georgia. A map can be printed from our website at: www.savannahrapids.com.

Rates

Rental rates are \$15/hour for the large Picnic Pavilion with a \$25 refundable clean up fee.

Rental Policies and Procedures

1. The large picnic pavilion is available for rent by any individual, group or corporation for either private or public use.
2. A signed contract and 100% of the rental fee are due and must be received and confirmed by the Sales Office before a rental is guaranteed. If the contract is faxed or emailed, only after the renter has received a confirmation via email or a telephone call, can the contract be considered a guarantee. Once the Sales Office has confirmed that the site was left in a clean manner, the clean up fee will be refunded.
3. No dates will be held without a signed contract, we must operate on a first-come, first-serve basis.
4. Alcohol cannot be served in the playground area.
5. If an event is not in compliance with County ordinances or has been misrepresented, the event will be immediately halted. No refunds will be given.
6. Parties for age groups from 14-21 will require a deputy. The Sales Office will schedule the deputy at the renter's expense. Currently the hourly rate is \$18 with a minimum of 4 hours payment. Any items left behind for more than 24 hours will be removed at the renter's expense. *Additional security personnel may be required depending on number of guests expected.*
7. Amplified music must end no later than 10 pm as specified by the Columbia County Noise Ordinance. Fireworks are strictly prohibited. No lewd, vulgar or distasteful lyrics or behavior are allowed.
8. Driving on the lawn area to unload is strictly prohibited.
9. Any parties planning to have inflatable play items in use must get prior approval and discuss their set up location and schedule delivery/pick up. Clean up and removal of equipment cannot go beyond 9 pm. Independent generators are required for equipment of this type.
10. Garbage bags have to be brought in by the renter. All trash must be picked up and removed and placed in the dumpster behind the library prior to departure from the site, on the day of the event.
11. Any signage to advertise the event must be removed within 12 hours after the event.
12. By renting this area, the client assumes responsibility for any/all damages caused by anyone affiliated with their event. This includes but is not limited to: concrete damage, sod damage, damage to sprinkler system, broken trash receptacles, broken electrical outlets or lights, and any other noticeable damage. Damages will be repaired by Columbia County and an invoice will be sent to the client for payment in full upon receipt.
13. *Any areas used by pets must be cleaned prior to departure.*
14. *We strongly encourage clients to bring their own trash liners as this area is heavily used.*
15. *Rental time is to include set up, party time as well as clean up time. Many events are booked back to back so consider this when requesting your time frame.*

Amphitheater Picnic Pavilion Rental Application

Date of Function: _____ Rental Time: _____ To _____
Name of Renter: _____
Address: _____ City _____ State _____ Zip _____
Home Telephone: _____ Work: _____ Fax _____ Cell _____
Additional point of contact: _____
Type of Event: _____

Rental Fee: _____
Additional Fees: _____
Total Due: _____ Total paid today: \$ _____

Event Time: _____ Number of guests to attend: _____
Deputy Required? _____ Scheduled: _____ to _____ Number of deputies? _____

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Rental Facilities & Venues department from any claims of any kind, including but not limited to; attorney's fees arising from the use or occupation of the premises by renter, renter's guests, invitees, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in a safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Rental Facilities & Venues department in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Rental Facilities & Venues department and its property.

The rental procedures and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the RF&V department shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

****Final payment must be made at the time of booking.**

**** Patrons must be at least 21 years of age to sign rental contract.**

Please initial the following:

_____ I have read and understand the Cancellation Policy.
_____ I have read and understand the Alcohol Policy.
_____ I have read and understand the Noise Ordinance.

Columbia County retains the right to stop any event if excessive noise or inappropriate behavior occurs.

Signature of Renter: _____ Date: _____

Renter's e-mail address: _____

Signature of RF&V Representative: _____ Date: _____

Please mail signed rental contract to:

Savannah Rapids Pavilion
3300 Evans to Locks Road, Martinez, GA 30907
Signed contract may also be faxed to: (706)868-3435
Make checks payable to: Savannah Rapids Pavilion
We accept cash, checks, Visa or Master card